**A screenshot of a cell phone

Description automatically generated**

**ESSENTIAL BUSINESS ACTIVITY**

Date

To Whom It May Concern:

The bearer of this document is an employee of a printing and packaging company or supplier that supports and/or serves Essential Businesses. As such, this company conducts Exempted Activities and is critical to the operations of Essential Businesses.

[Insert city / county / state blurb here]

As stated a March 22, 2020, memo by the United States Postal Service, the Postal Service’s provision of postal services throughout the United States is not affected by State and local government actions that are restricting commercial and personal activities in response to the COVID-19 pandemic. The Postal Service is an entity of the Federal Government, and the provision of postal services to the American people is designated as an essential function under federal law during times of emergency. The functioning of the postal system depends critically on the mailing and printing industry. Members of the mailing and printing industry work with the public and private sector to create, print, and enter essential mail into the postal system. The industry also serves a vital role in ensuring that packages are able to be efficiently shipped from sender to recipient. Therefore, the Postal Service considers that the continued operations of the mailing and printing industry in enabling the delivery of critical mail and packages is vital to the Postal Service’s continued performance of its essential functions.

In addition, this company applies best practices in its effort to limit the spread of COVID-19. As possible, employees are required to follow the latest guidelines for social distancing and personal hygiene. Where possible, employees are working remotely. Only those employees whose job requires tools, machinery, etc. are working onsite. In some cases, an employee may be required to work on site temporarily such as to process payroll, administer cash receipts and cash disbursements which are consider Minimum Basic Operations required for the Company to continue operations in support of Essential Businesses.

If you have any questions, please contact:

Officer Name

Officer Phone  
Company Address



